

## ROLE PROFILE

# Head of Safeguarding

### 1. MAIN PURPOSE OF THE ROLE

The Head of Safeguarding will assume day-to-day management for the Commonwealth Sport Movement safeguarding programme. Working closely with members, host cities and partners, the Head of Safeguarding will be responsible for development of the safeguarding strategy including programme implementation, monitoring and evaluation and positioning the Movement as a leader in this space.

### 2. KEY RESPONSIBILITIES

<b>Key Responsibilities</b>	
Strategic Leadership & Development	<ul style="list-style-type: none"> <li>• Liaising with senior management, provide guidance and perspective, and help set priorities for the Safeguarding strategy of the Movement</li> <li>• Develop the strategic plan of the safeguarding programme</li> <li>• Identify proposed actions with metrics and ensure operational goals are aligned to the strategic plan</li> <li>• Ensure accountability for effectiveness of the programme and maintenance of high standards for excellence</li> <li>• Develop and oversee the risk management framework for the programme</li> <li>• Establish and manage a Safeguarding Committee</li> </ul>
Support Organizational & Systemic Change	<ul style="list-style-type: none"> <li>• Develop and embed safeguarding processes in the grant-making process</li> <li>• Capture and document internal learning and support problem-solving to address any challenges which might occur</li> <li>• Effectively work across the Commonwealth Movement and partners to ensure due diligence is conducted on their safeguarding programmes</li> <li>• Create robust structures for reporting and reviewing incidents that fosters a culture of confidence for all involved</li> </ul>
Capacity Building	<ul style="list-style-type: none"> <li>• Establish a competency-based education programme</li> <li>• Ensure that the Commonwealth Movement staff, trustees and volunteers are confident and competent in conducting safeguarding procedures by developing a range of support, i.e. development materials and professional opportunities, embedding safeguarding within daily practice and creating a continually learning culture.</li> <li>• Support and communicate with staff to implement safeguarding standards within operations.</li> <li>• Develop and support Commonwealth Games Associations and Organising Committees with their safeguarding programmes</li> </ul>



Communication and Relationship Building	<ul style="list-style-type: none"> <li>• Effectively communicate, show leadership and advocate the Movement's safeguarding commitment and values to broadly diverse stakeholders.</li> <li>• Build strong, respectful, and productive relationships with all Trustees and staff</li> <li>• Communicate with a clear, articulate, and persuasive style both orally and in writing</li> <li>• Actively engage with the full range of the Commonwealth Movement, including the CGF, CSF, Organising Committees, members and athlete groups</li> <li>• Build pioneering and strategic partnerships</li> </ul>
Financial Oversight	<ul style="list-style-type: none"> <li>• Create annual budgets with appropriate targets for approval by the Board</li> <li>• Meet the budget and financial targets</li> <li>• Seek strategic partners to financially support the implementation of the programme's strategy</li> </ul>
Governance	<ul style="list-style-type: none"> <li>• Provide strong direction in policy formulation and interpretation</li> <li>• Develop and manage appropriate reporting structures.</li> <li>• Develop and manage appropriate processes to investigate reports</li> <li>• Develop and manage disciplinary processes.</li> <li>• Proactively help and promote informed decision-making related to all safeguarding matters</li> </ul>

### 3. ROLE CHARACTERISTICS

#### Communication

- The knowledge, skills and experience required at a senior level, including formulation and implementation of a programme strategy.
- Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

#### Complexity

- Requires effective articulation of ideas/concepts towards resolving, convincing, negotiating and/or selling others to attain a desired result in most sensitive and impactful situations. Able to adapt to the most appropriate approach, strategy and style for the situation is essential while developing new and innovative ways to achieve the programmes objectives.
- Contacts are with the highest level of the Movement's organisations and partners.
- Communicate effectively and persuasively with a range of stakeholders.

#### Impact

- Takes independent action and decision making on most programmes and projects, within the governance principles of the CSF. Responsible for devising and implementing short- and long-term strategy for the Movement. Typically works on own initiative and without regular supervision.
- Situations and challenges presented are often new, novel and often changing. Resolution regularly requires the highest degree of safeguarding capacity and knowledge, resourcefulness, creativity and awareness of organisational politics (both internal and external).



### **Ethical Behaviour**

- Understand ethical behaviour and practices while ensuring that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the Foundation.
- Conduct all interactions and treat all information as highly confidential and keep securely and do not discuss with anyone other than on a “needs to know” basis.
- Embodiment and constant demonstration of our values, trust, ethics and empathy for all communities.

## **4. QUALIFICATIONS**

### **Education:**

- Advanced degree in a relevant field such as law, social work, psychology

### **Experience:**

- 7-10+ years of experience in safeguarding in a senior management role at a similar institution

### **Candidates for the Head of Safeguarding role must demonstrate:**

- Developing safeguarding systems, policies, processes and reporting procedures
- Building safeguarding capacity and understanding
- Sound judgement and experience leading complex projects
- Knowledge and expertise related to safeguarding incidents
- Excellent skills in implementation of capacity building and organisational development work, project management and designing project strategies
- A track record working effectively with partners
- A capacity for change management showing specific experience managing organisational growth and change
- Experience working effectively and collaboratively with a Board of Directors or similar volunteer leadership group
- Ability to operate with high personal and professional integrity and transparency with commitment to ethical standards
- Understanding of the cultural, social, political, and policy landscape within the Commonwealth
- A record of success initiating and fostering strategic partnerships proving highly networked
- Excellent written and verbal communication skills

## **5. HOW TO APPLY**

Applications should be in the form of a **pdf** covering letter and curriculum vitae. These should be sent via email to [m.adan@thecgf.com](mailto:m.adan@thecgf.com) by 5pm UK time on 19 March 2021. The email should be titled “Application - Head of Safeguarding”.

Applicants selected for interview shall be informed the week commencing 29 March 2021. All applicants must be able to demonstrate the right to work in the U.K. and should include details of their current remuneration and notice period.

The salary for the role of Head of Safeguarding is circa £50-£60k pa subject to commensurate experience. The role is a two-year fixed term contract and flexible working may be considered for the suitable candidate. Occasional domestic and international travel is expected, and an Enhanced DBS check is required.



## **6. COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION**

The Commonwealth Sport Foundation strives to embed equality, diversity and inclusion into our charity, not just in our programmes, projects, events and services but also in our workplace.

We value and are committed to the diversity of the Commonwealth of Nations and Territories and aim to have a board and workforce that reflects this. We therefore encourage applications from all sections of the community.

We are committed to ensuring that all applicants are provided with equality of opportunity. This commitment is reflected in our appointment policies and practices, recognising the provision of equal opportunities as a matter of good governance.

The aim is to promote equality of opportunity so that no applicant will be subject to unlawful or unfair discrimination on the grounds of gender, age, marital status, colour, race, religion, disability, sexual orientation, offending background, membership or non-membership of a trade union or political beliefs.